



## **INSTRUCTIONS FOR RUNNING THE LEAVE REPORT**

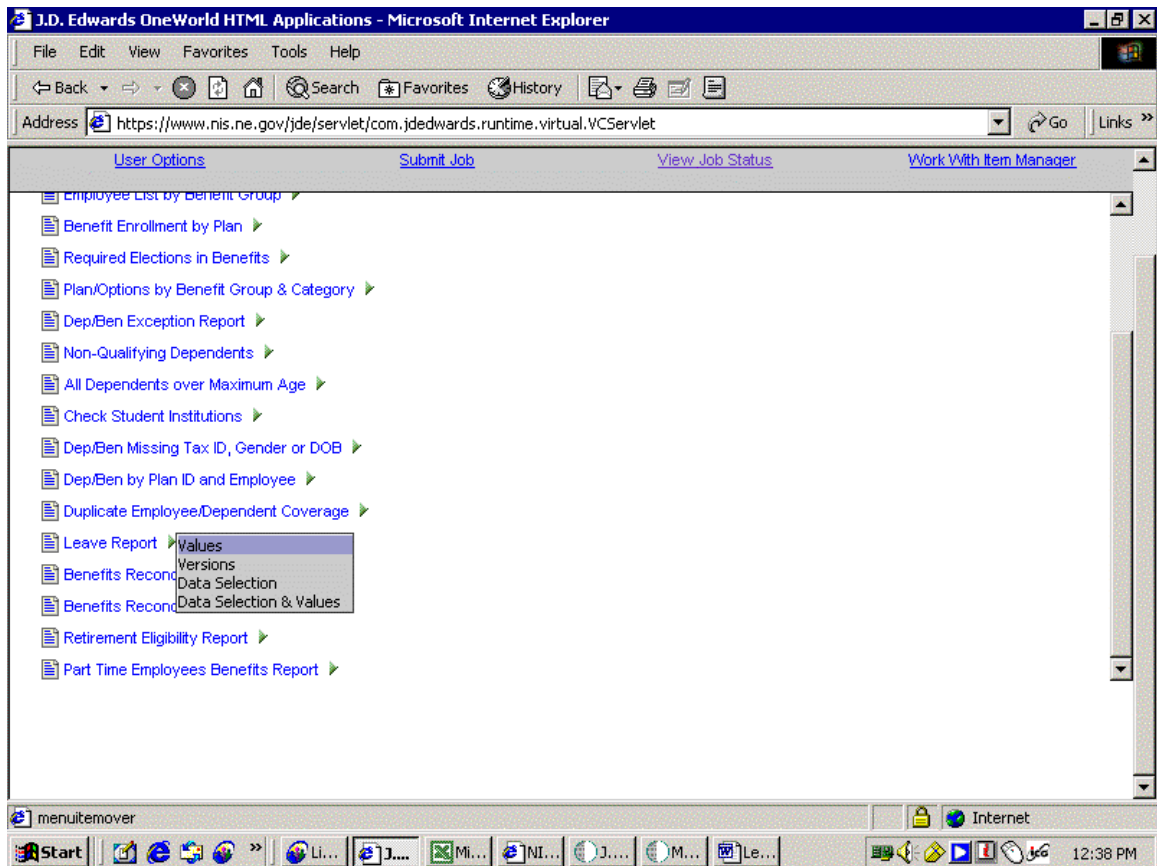
**PURPOSE:** To replace the previous Leave Status Report. Allows agencies to view employees leave balance, accrual, usage, adjusted service date, and last pay period accrual. Also allows review of leave history based on check date.

### **NAVIGATION:**

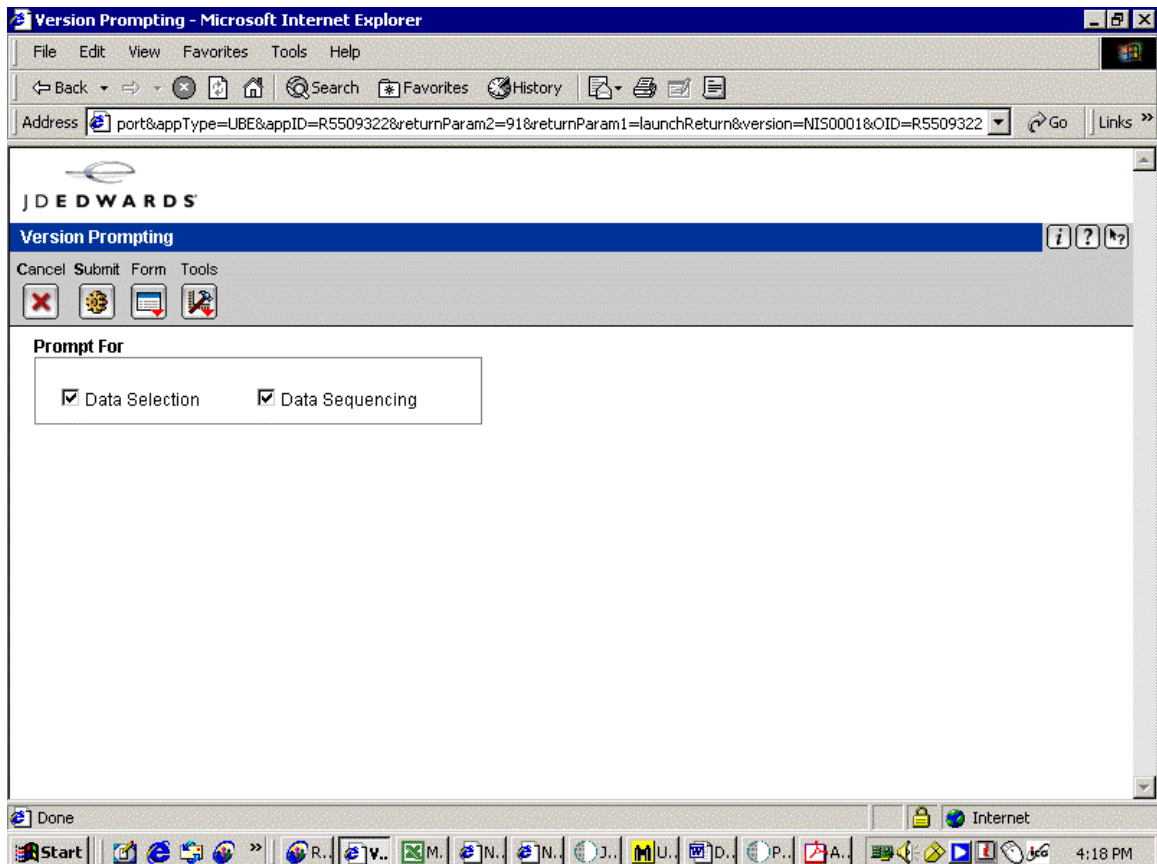
Human Resources and Payroll – Agencies  
Benefit Administration  
Benefit Reports

**STEPS: These steps demonstrate how to run this report in the JAS environment.**

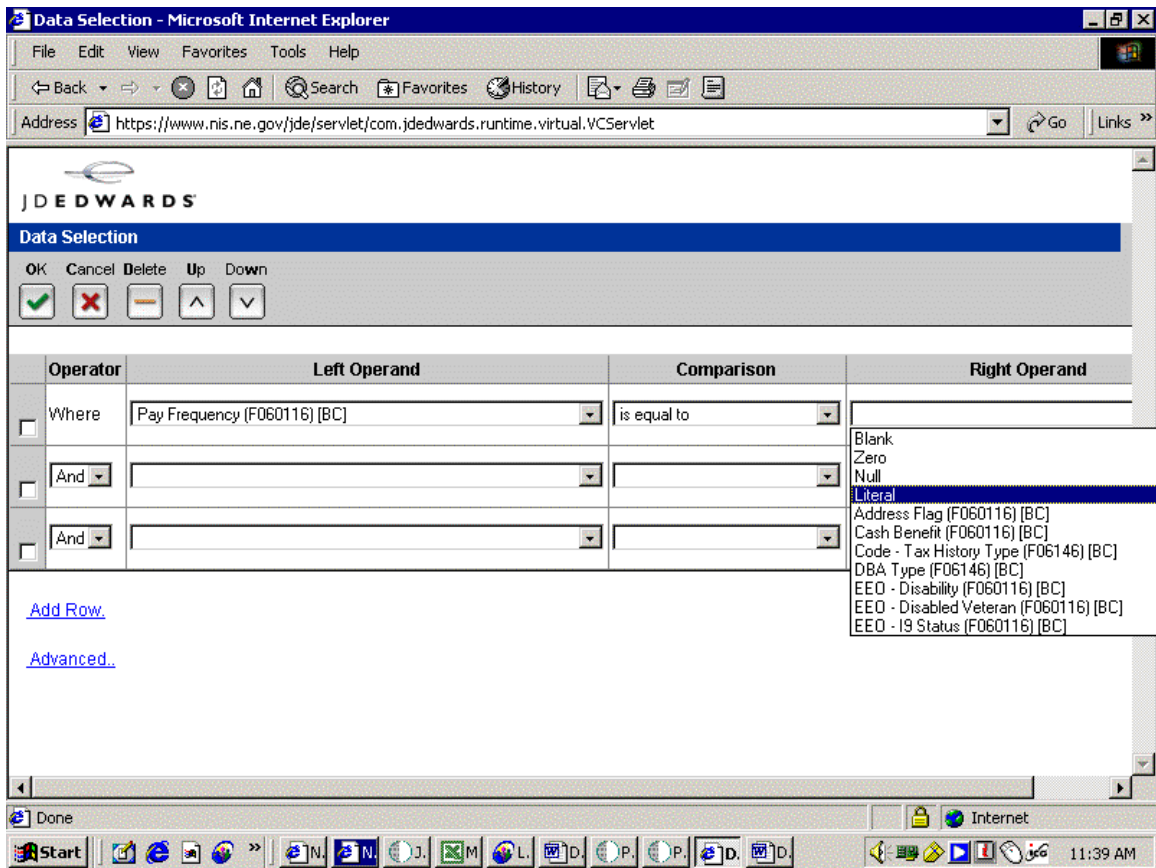
1. Click on the green arrow to the right of the report and a box will appear that says:
  - Values
  - Version
  - Data Selection
  - Data Selection and Values



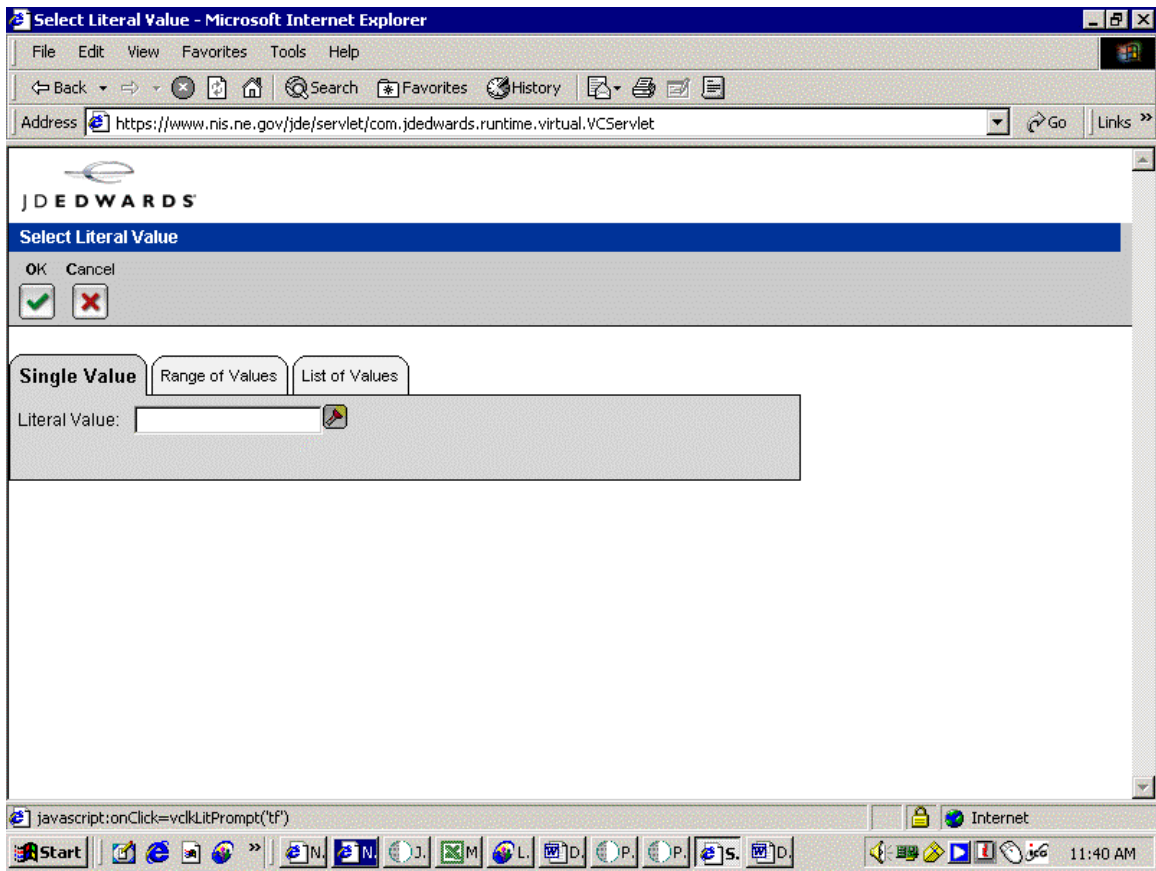
2. Highlight Data Selection & Values
3. On the Version Prompting screen (see screen shot below) check mark Data Selection and Data Sequencing boxes.



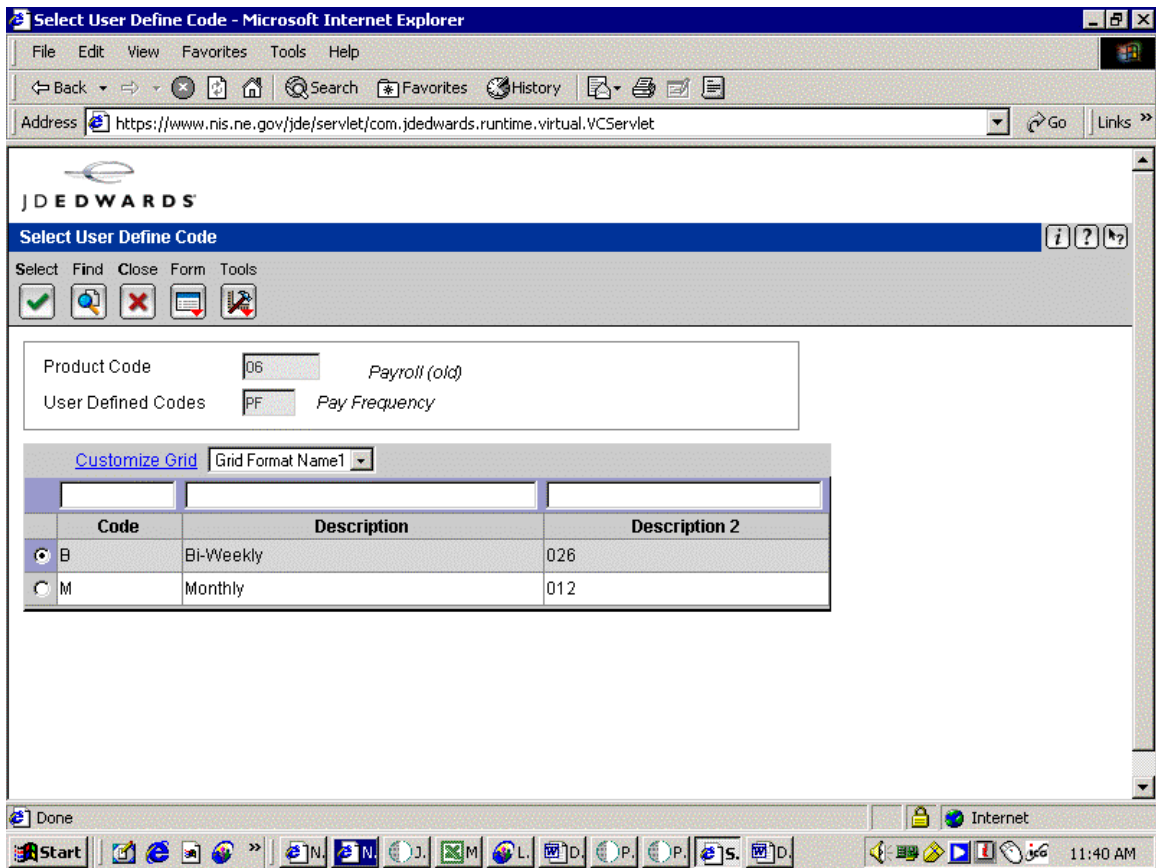
4. Click on the **SUBMIT** Icon.
- 5, On the Data Selection screen (see screen shot below)  
Use the down arrow in the Left Operand field to find the Pay Frequency and click on Pay Frequency to have it populate the Left Operand value.  
  
In the Comparison value use the down arrow in this field and click on equal to.  
  
In the Right Operand value click on Literal.



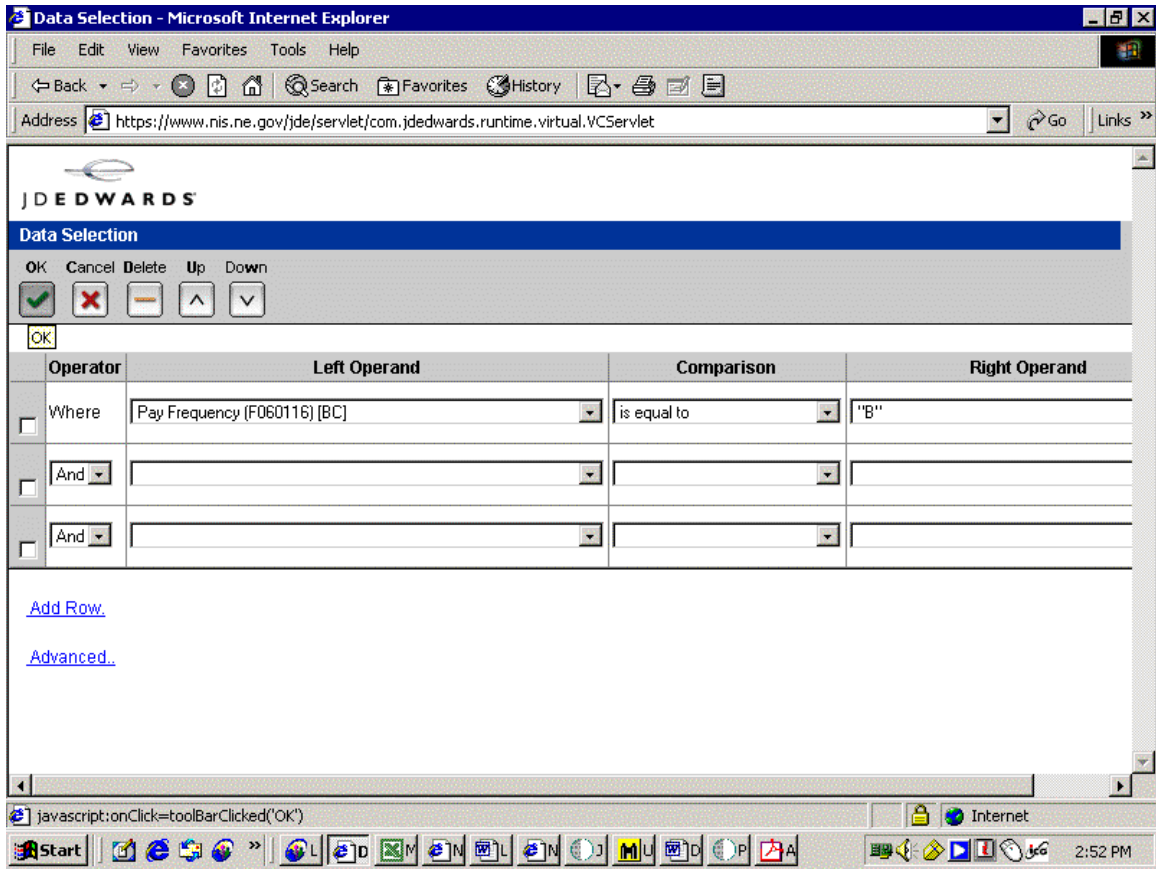
6. The next screen that will appear is the Select Literal Value screen (see below).



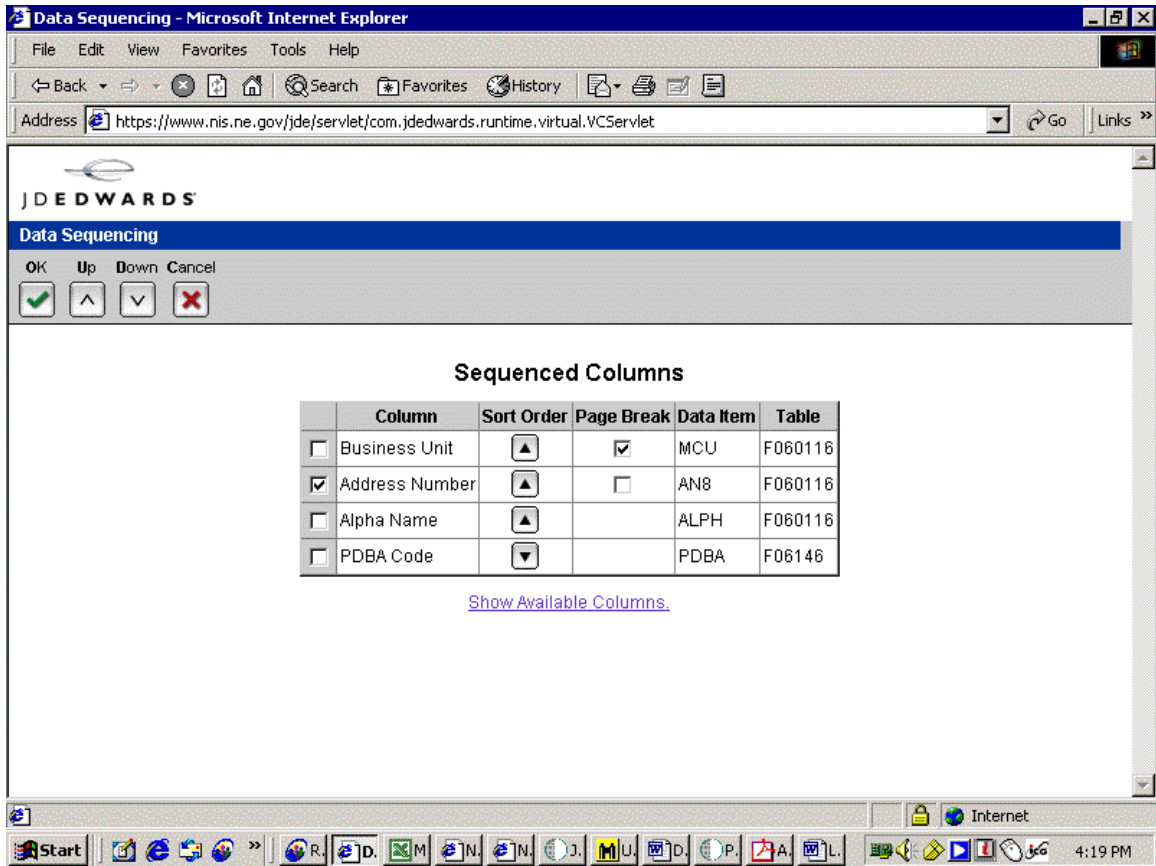
7. Using the Visual Assist, select the pay frequency you want. In this case biweekly was selected.



8. Check the radial button for the pay frequency and click the SELECT Icon.
9. Click OK.



10. Once your Data Selection is complete, click OK on the Data Selection screen.
11. The Data Sequencing screen will then appear. If you wish to run your report in ALPHA order by Business Unit, check mark the Address Number and use the Up Arrow to move the sequence of the Employee's Name up (see screen shot below).

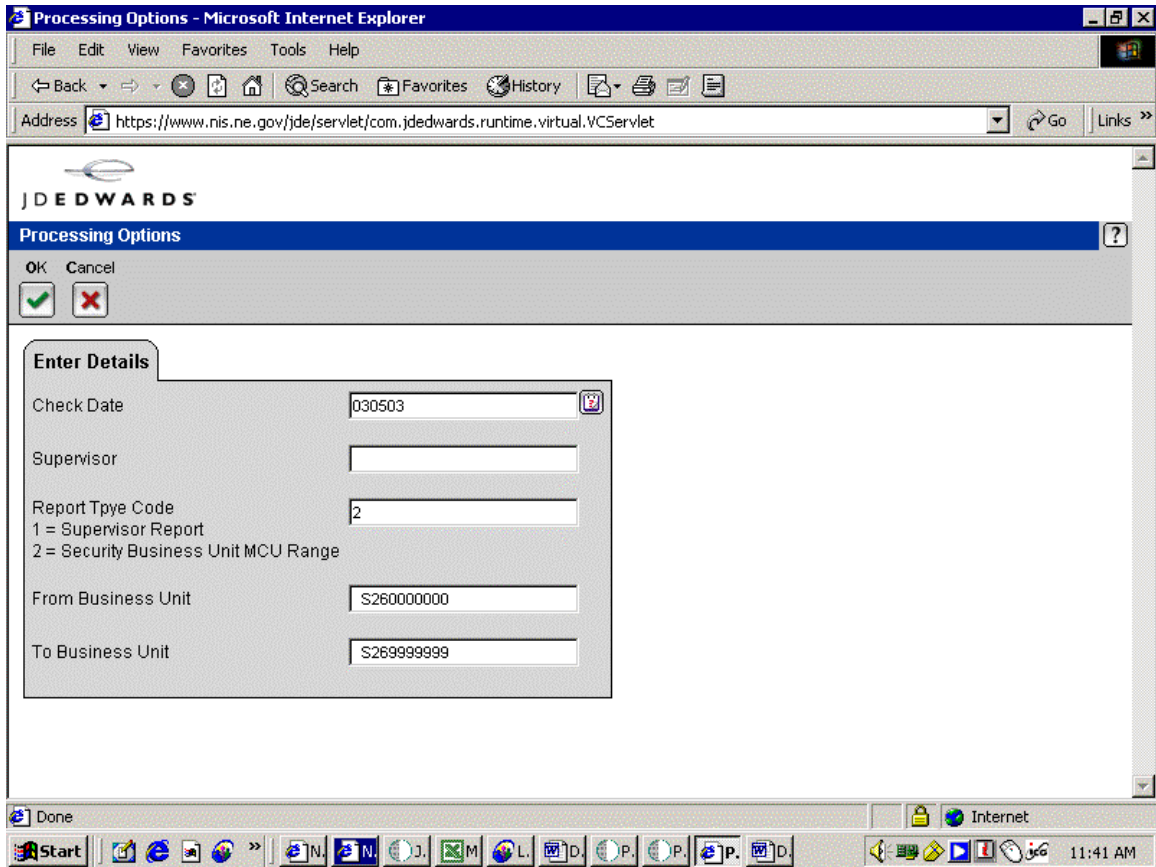


12. Click OK once your data sequencing is completed.
13. The next screen will be the Processing Options screen. This allows you to choose the pay period you need to review. The first field allows you to choose the Check Date. This is actually the date checks were dated. In the scenario below the biweekly check date of 3/5/03 was entered.
14. You can then choose a range of Security Business Units. If you want to use the Security Business Unit range be sure you put a 2 in the Report Type Code field;

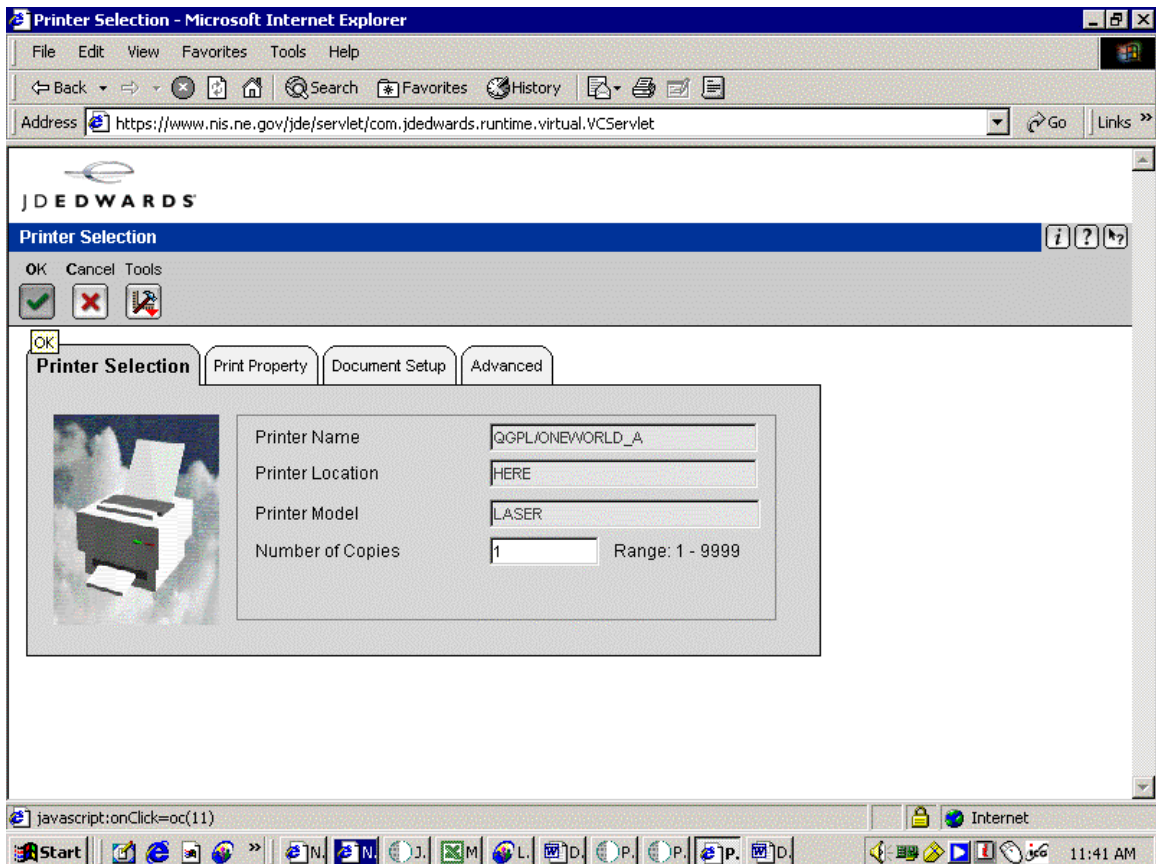
**OR**

15. If you just want to run a report for a specific supervisor, you can enter the supervisor's address book number. Be sure you put a 1 in the Report Type Code. Using this method would not require you to enter anything in the Business Unit fields.





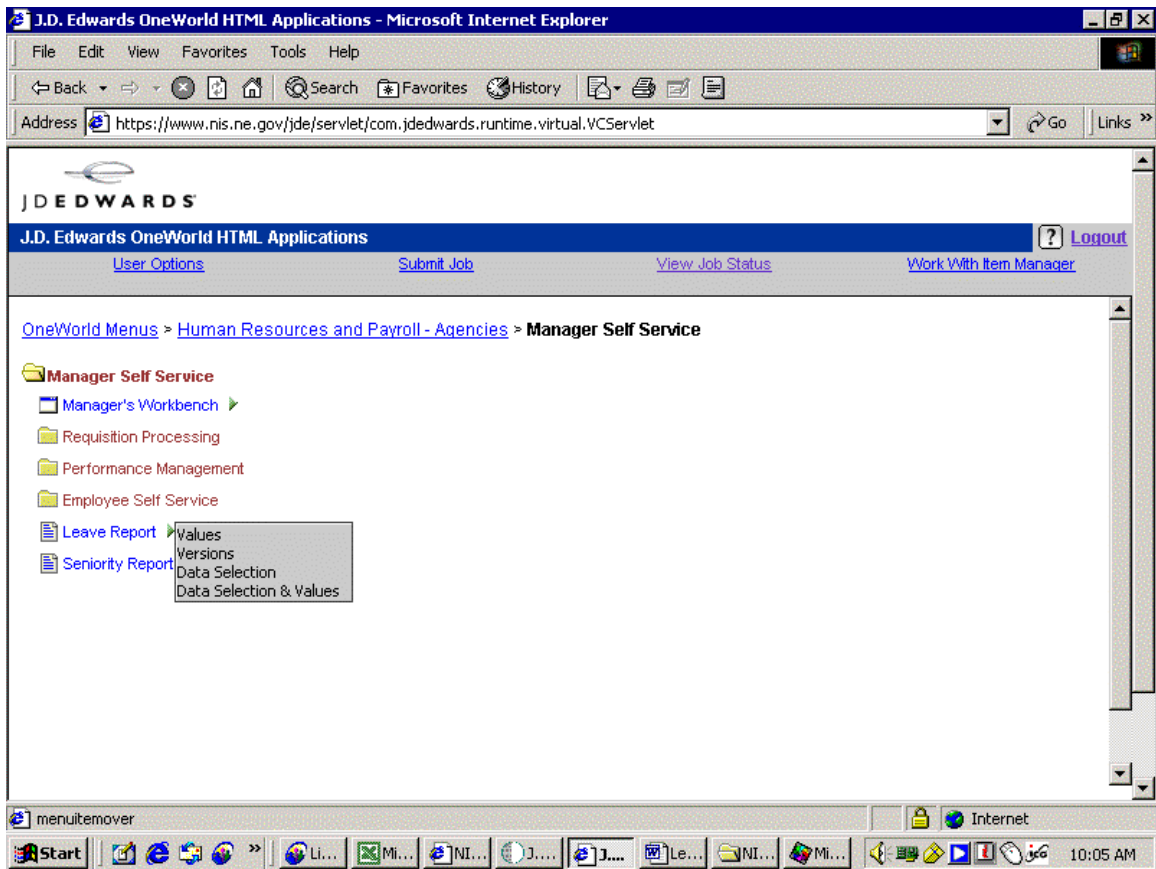
16. Once your process option selection is completed, click OK.
17. The next screen will be the Print Selection screen and you will again click OK.



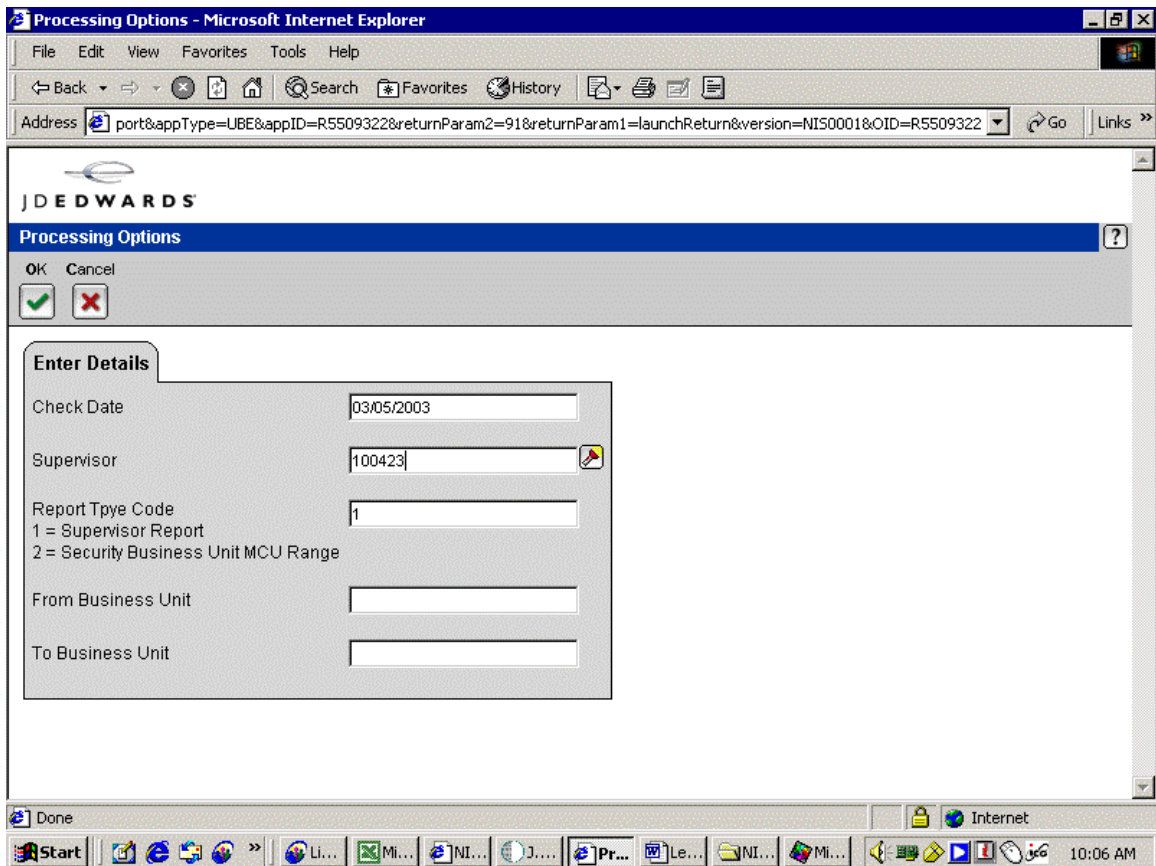
18. From this point you will need to choose View Job Status > On the Work with Servers click FIND > Click on the NISPRD row > Click on Select > Submitted Job Search screen will appear.
19. The report is numbered R5509322. Select the report and View PDF under the ROW Icon.

This report is also available within **Manager Self Service**. Supervisors can run this report to view the leave information for their employees. NOTE: If supervisors have both monthly paid and biweekly paid employees, and they want to see the Last Pay Period Accrual amounts and Last Pay Period Usage amounts, they need to select the appropriate Pay Frequency through the Data Selection screen (as shown above). If all the employees they supervise have one pay cycle, then the Check Date on the Processing Options screen will be enough for capturing all of the information that is contain in this report.

On the Managers Self Service menu they will select only the Values next to the Leave Report (see screen shot below):



On the Processing Options screen they will enter the check date, their supervisor number and use the Report Type Code of 1 for running the Supervisor Report.



To view the report they will use the necessary steps for getting to the Submitted Job Search screen as follows:

- View Job Status

- Click Find

- Check NISPRD

- Click Select

- The Submitted Job Search screen will appear

- The report number is R5509322

- Once DONE appears, under the ROW Icon select View PDF